FASTDATA
DMLSS Manual Process

Introduction

The procedures described in this document are interim measures until a "patch" is made available to automate these procedures. Efforts to complete programming for this patch are underway. The patch is scheduled to be released by 30 Nov 00. If you have any questions regarding these procedures please contact the FASTDATA help desk at 1-800-471-8713 or Comm (850) 452-2990 ext. 310 or DSN 922-2990 ext. 310.

Additional information, user manuals, and computer-based training modules are available for viewing and/or downloading from the FASTDATA Web site at **http://navweb.secnav.navy.mil/fastdata**.

Fund Administrators will receive files from DMLSS every day. Three files will be generated by DMLSS and automatically sent every day:

1. 821 Obligations (540)
2. 861 Receipts (510)
3. 812 Cost Reallocations (610) (see B4 Process)

DMLSS will generate these files in this order and will be named as follows: UIC+block number+YYMMDD (i.e. N00203CAA001017). To determine the file contents (i.e. 821, 861 or 812) do the following.

1. Log into DMLSS
2. Highlight System Services and click launch
3. Choose DCM Search from the Horizontal Tool Bar
4. From the Form Dropdown menu choose ANSI X.12 821 TXN SET
5. In the Begin Date Key in Yesterday's Date
6. In the End Date Key in Yesterday's Date
7. Click the Search icon from the Right Hand Vertical Tool Bar
8. Highlight one of the Three Result Records and Click the View File Icon from the Right Hand Vertical Tool Bar. On the second line of text that begins with 110N68688…..the 21st character in that string begins the block number (110N686880008784650H**CAA**000185). This block number is the same block number used in the file name sent to FASTDATA. THIS IS VERY IMPORTANT SINCE THE FASTDATA PROCESS FOR IMPORTING 821 & 861 FILES IS DIFFFERENT THEN THE 812 IMPORT PROCESS.
9. The files from DMLSS will reside on the FASTDATA server in the \utility\in directory.

Site Module Utilities Import External Transactions process

The Site user can import their records as follows, after logging in. This should become part of a "do this first thing every morning" routine. The record format is Nuuuuubbbyymmdd where "uuuuu" = the UIC, "bbb" = block code, and "yymmdd" = format for the date. First Log into the site module and choose site 60 from the pick list.

If you want to access the help cue card for this process, select **Cue Cards** from the **Help** menu. (Selecting this menu item when the **Cue Cards** menu item is checked will disable the display of cue cards.) After you enable cue cards, when you open the Import External Transactions window, the corresponding cue card will display automatically.
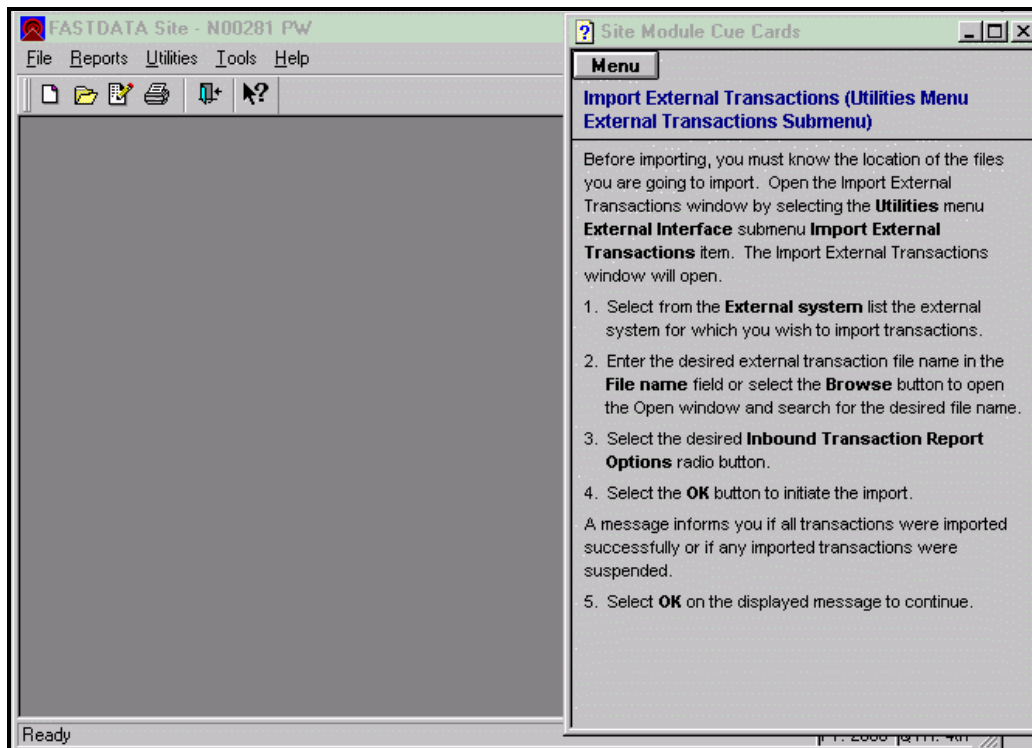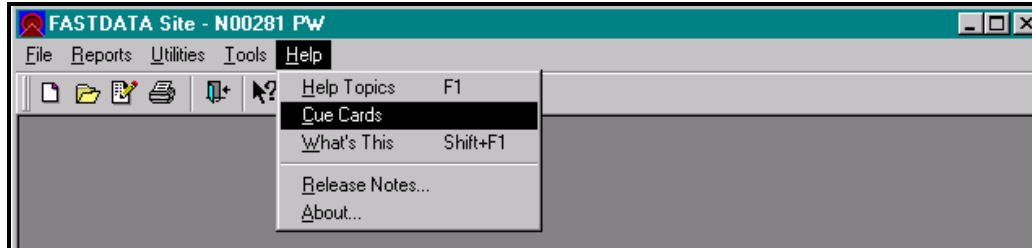
From the **Utilities** menu, highlight **External Interface** and then select **Import External Transactions**.
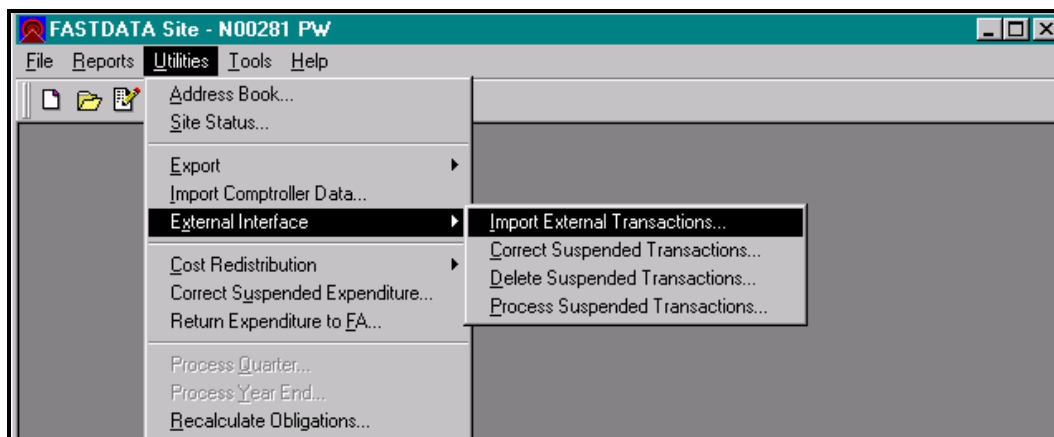

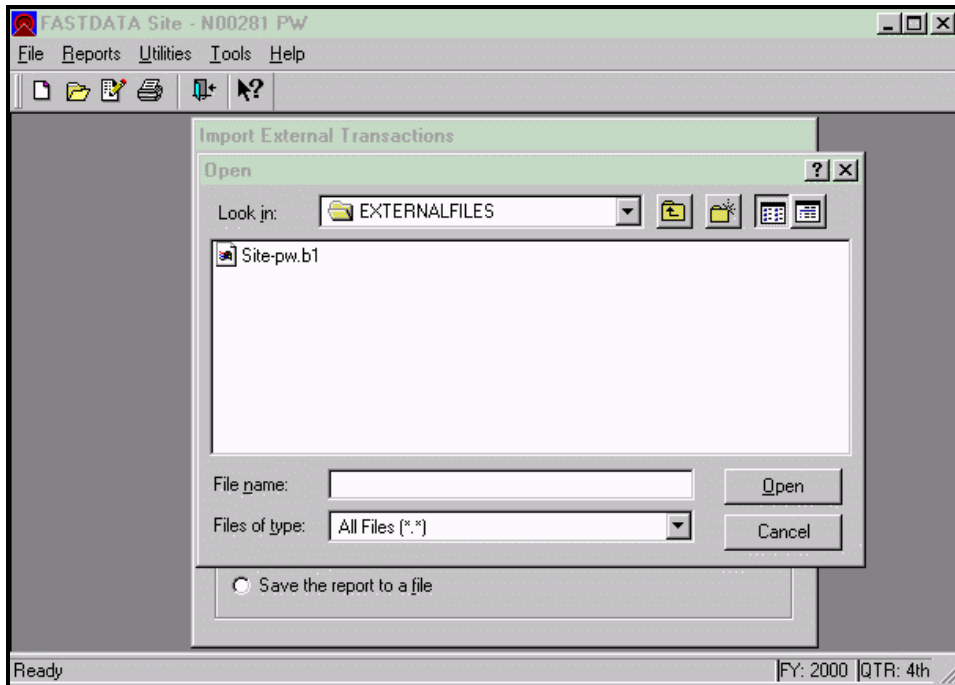The Import External Transactions window will open.
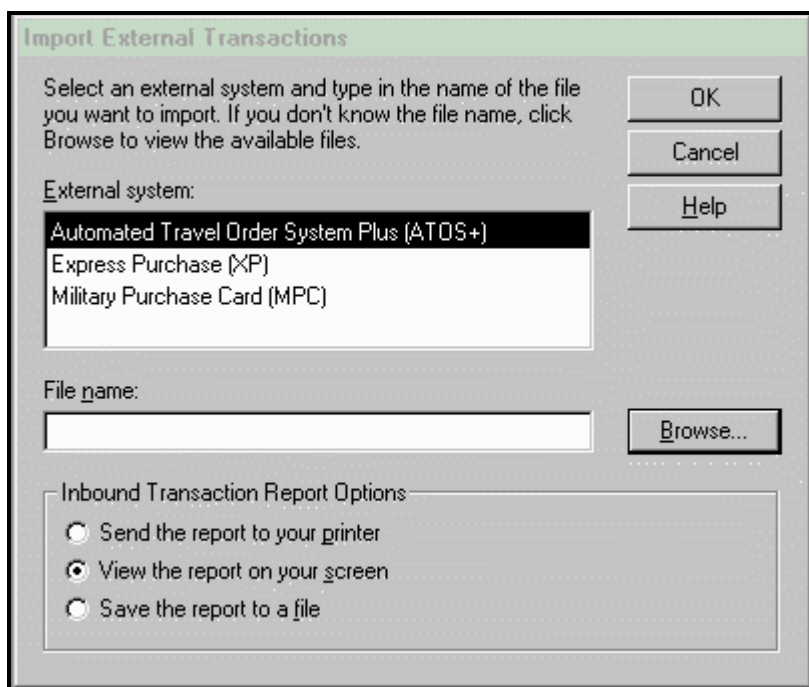
Click on the desired external system you want to import transactions for. Because DMLSS is not yet listed on the window, in this example **Automated Travel Order System Plus (ATOS+)** will be used to import external transactions. If you also interface with ATOS+, select **Express Purchase (XP)** here

Click the **Browse** button. The Open window will open.
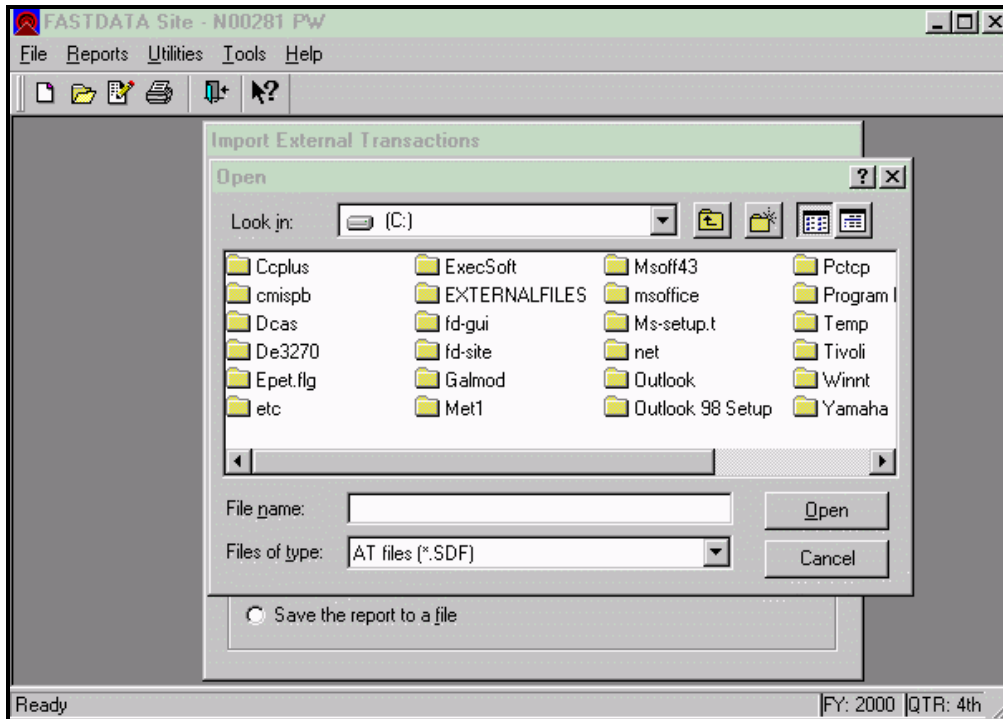
Select the folder that contains the file of external transactions you wish to import. In this example, the folder name is **C:\EXTERNALFILES**.

Click on the **Files of type** drop-down arrow and select **All Files (*.*)**.

Select the file designated for your Site code. In this example, you would select
SITE-PW.B1, then select the **Open** button.

The Open window closes and the selected file displays on the Import External
Transactions window. Select the **OK** button.

A progress indicator displays after you start the import process. When the process
is complete, a message will inform you if any of the imported transactions are
suspended.
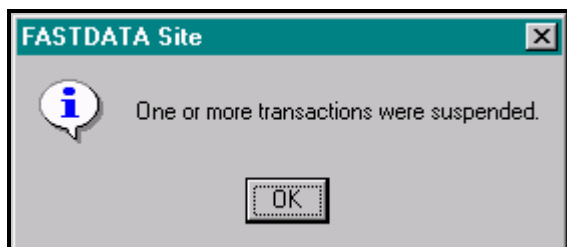
If you see this message, select the **OK** button to close it. The Quick Print -
Inbound Transaction Report window will open.
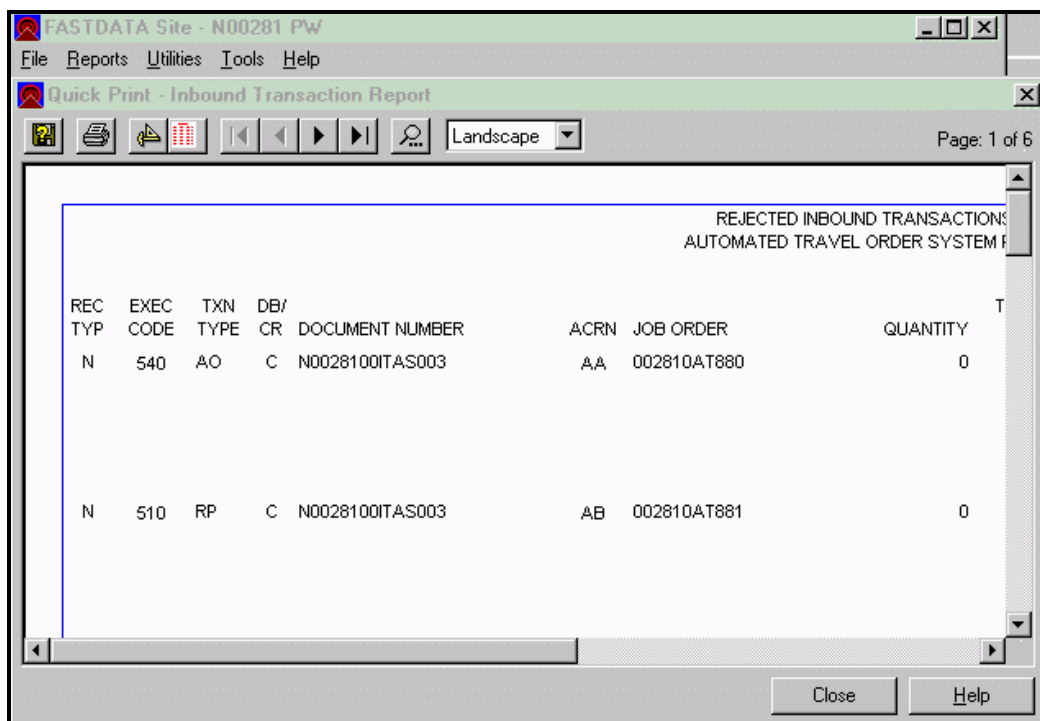
Click on the printer button to print a copy of the report. Click on the **Close**
button to close the Quick Print window.

If you import suspended records, you can delete or correct the suspended transactions by selecting **Correct Suspended Transactions** or **Delete Suspended Transactions** from the Utilities menu **External Interface** item. After you correct the suspended records, you can use the **Process Suspended Transactions** process again.
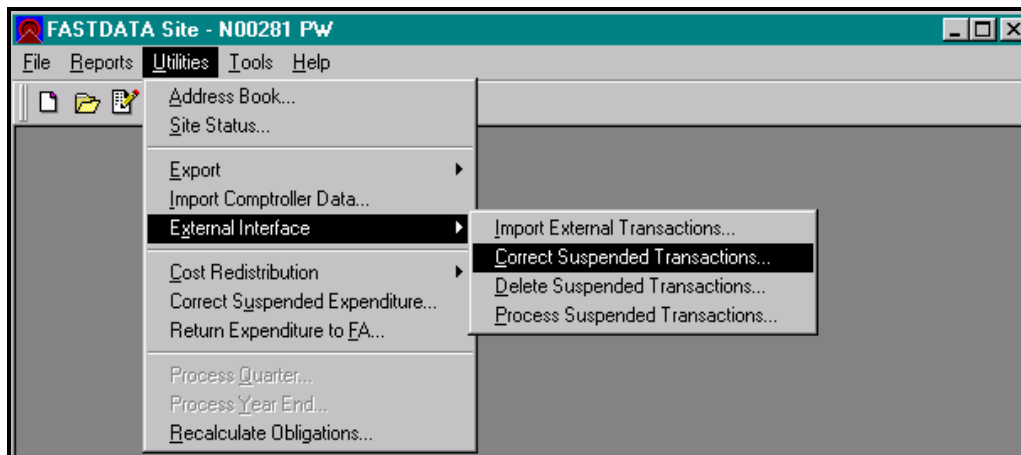
After performing the desired external transactions processes, you can perform other Site options or exit the Site application.
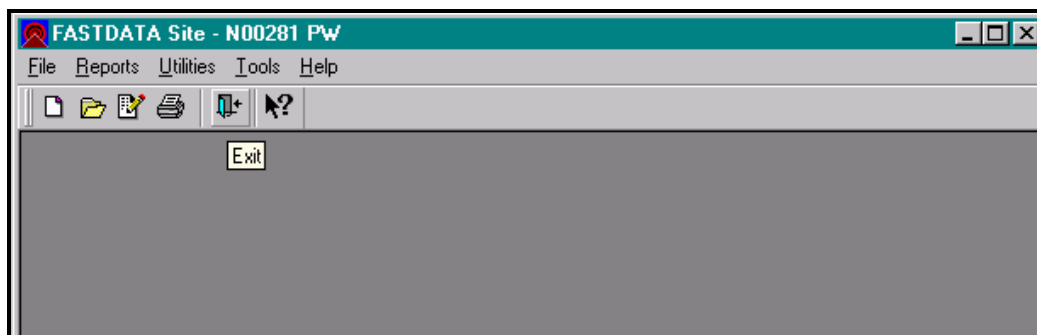
Click the toolbar **Exit** button or the **X** button in the upper right corner of the window to exit the Site application.
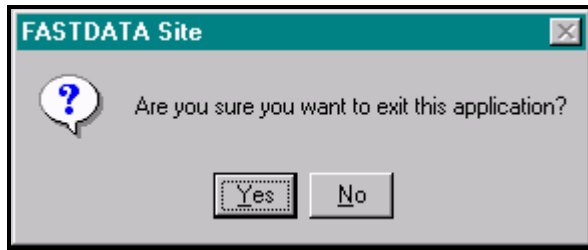
Click on the **Yes** button if you're sure you're ready to close the Site application.